Community Learning Provider's Meeting – Minutes

Date: Thursday 11ᵗʰ June 2015   **Time: 2:30pm – 4:30pm**   **Venue: RACC, Parkshot**

Attended: **Lynne Walsh** – Walsh Media, **Robin Bell**, **Shelagh Laing** – Room For Work, **Ruth Durant** – Richmond EAL Friendship Group, **Sam Silver** – Action Attainment, **Margaret Prain**, **Manoj Nanda** (MN) – RACC, **Barri Ghai** (BG), **Ryan Tolmia** (RT) – Achieving For Children

Item		Points	Actions
1.	**Welcome and Introductions**	All introduced and welcomed to the group.	
2.	**Minutes of Previous Meeting**	The festival of learning which was discussed at the last meeting will not be going ahead as it will take too much time to organize and set up. We will look into arranging the festival for next year with the aim of borough wide marketing. The carnival is going ahead this Sunday (14ᵗʰ June) at Orleans House Gallery. BG has sent out invitations to Providers for Training Courses available to attend. BG and MN will liaise regarding future Training Courses. The Richmond Community Learning Providers Facebook Group has now been set up as a closed group for Providers.	

Item		Points	Actions
3.	**Applying for Community Learning funding 2015/16**	The Deadline for funding applications is 5pm, 22nd June 2015. Providers need to ensure they confirm that their application has been received by contacting BG or RT.	**RT to record data on 'What Activities / Courses would you like to see more of?' (Last Question on Evaluation Form)**
		The next Commissioning Board meeting will be on 30th June and all Providers will be notified regarding their application by 7th July. If an observation report has been completed previously this does not need to be included in the application.	
		LW – It would be a good idea to have 15 Minute Ideas Forums.	
		BG suggested that providers can use the Facebook Group as a forum to post information and ask any questions.	
		BG explains clarification on funding 2015/16 – The CL fund is designed primarily to kick start learning opportunities, and not to long term fund them. To promote sustainability and allow other providers to also access the funding, this guidance has been introduced this year. However, to clarify - The current year 2015/16 is considered Year 1 of funding, regardless of any previous bids submitted.	
		The RCLP would expect providers to be seeking alternative sources of funding for the learning opportunity in order for it to become sustainable in the community.	
		Providers who have bid for funding in previous years, or who are currently being funded through Community Learning to deliver provision in the Richmond borough can still apply for full funding this year. If successful however, this year will then be considered year 1 in terms of the new policy change and any subsequent application for funding will be considered year 2 and eligible for only 50% of the total funding requested.	
		Learning activities meeting the same or substantially the same learning needs will not be repeat funded, and the proposed sliding scale of funding is available for what the panel considers repeat funding of the same organisation to deliver it, wherever that learning takes place in the borough.	

Item		Points	Actions
		This information will be sent out to providers by email to make it clearer so they are well aware of this. Shelagh – Community Learning should keep records of where Providers go to for funding. There is a question which targets this on the recent CL Survey sent out to Providers.	
4.	**Community Learning Charging Policy**	BG explains that a new fee charging policy for learners has been developed, but must undergo consultation before it can be formally implemented by RCLP. The fee should only be paid by those who can afford to pay it as the funding rules of the Skills Funding Agency require us to seek fees from those who can afford to pay. This is necessary for the SFA to help ensure that the maximum amount of public funding can be focused on supporting and maximizing the number of disadvantaged learners. The range of the learner fee charged by other boroughs across the country range from £1.50 - £6.50, and AFC are proposing the minimum fee to be charged at £2.50 per guided learning hour. The provider or course tutor should consider the level of fees individually. BG shows list of remissions and learners who will be exempt from paying this fee. The charging policy is not applicable to Year 1 of funding. Shelagh – Can Community Learning advise Providers of best practice for the charging policy? Providers can take copies of self-declaration as evidence. However, there is no guidance regarding Data Protection in relation to the charging policy. SS – David White from RPLC might have information regarding Data Protection. SS – Compare the charging policy to the loss of learners and cost of resources to handle	

Item		Points	Actions
		the charging policy.	
		BG – Can look into making the charging policy voluntary?	
		MN – The model of the charging policy is off putting.	
		LW – The idea and the policy itself is difficult to comprehend.	
		Ruth – Courses have varied number of attendees which will make this even more difficult to manage.	
		Shelagh – Maybe the Providers can put something together to help ease the idea of the policy when informing learners.	
		LW – This will take too much time and seems demoralizing.	
		Ruth – Some attendees put off attending courses or turn up late due to different circumstances. This will make the charging policy more difficult to manage.	
		SS – What if CL are only paying for a small amount towards the course and not the whole amount? Other Providers who provide the rest of the financial contribution to the course would want a cut from the amount as well due to the charging policy.	
5.	**Latest Provider's Survey 2015**	BG – Providers should use the survey to give honest feedback. The survey is optional.	
6.	**Community Learning Facebook Group**	The CL Facebook Group has been set up so Providers can share information and ask questions. The group can be found by typing in 'Community Learning Providers' in the search bar at the top of the page. The group should appear towards the top of the drop down list. You can post relevant information in the 'Write Post' section and can also share images and videos by clicking the 'Add Photo/Video' button. For video sharing, you can also copy and paste the website link for the video. Providers can use the 'Ask	

Item		Points	Actions
		Question' button to post questions to other providers and can specify options for answers. Providers can click the 'Join Group' button which will generate a request that will then be accepted by Barri or Ryan, or Providers can email their request directly to Barri or Ryan who can add them to the group.	
7.	**Provider Training Opportunities**	MN – 'Best Practice in Community Learning' – Monday 15th June. 'Using Technology to Enhance Community Learning' – Wednesday 15th July. 'Introduction to Social Media for Charities' – Thursday 23rd July. Providers to contact MN if wanting to attend courses.	
8.	**ESOL – Outcomes of Networking Meeting**	The ESOL meeting took place on Tuesday 2nd June. The meeting took place between EAL, LEAH, and RACC. The meeting outlined the planned terms and reference which included reducing duplication and completion of revision and also identifying and sharing CPD opportunities.	

Item		Points	Actions
9.	**Date of Next Meeting**	Thursday 17th September, 2:30 – 4:30pm, Richmond Business School	